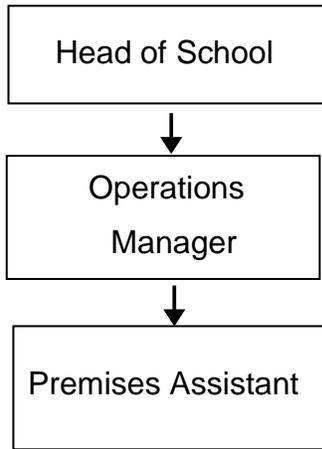


JOB DESCRIPTION

Assistant Premises Manager

Job Title:	Premises Assistant	Grade: 3 (SCP 5-6)
School:	St Cecilia's C of E Primary School	Salary: £23,500 - £23,893 FTE (Subject to pay body review)
Reports To:	Operations Manager/Head of School	
Employment Status: Fixed Term, 52 weeks per year Part-time – 15 hours per week		
Hours of Work: Part Time – 15 hours per week – Monday to Friday 8.00am – 11.00am		
Job Purpose: Under the general direction of the Operations Manager and Head of School, provide efficient services and processes that allow the whole school to operate safely and securely within a healthy environment. This position is a varied and practical role. It requires a proactive and motivated individual who can act on their own initiative with minimal supervision. In addition to good maintenance skills; you need to be flexible and able to respond to the changing demands.		
Areas of responsibility: <ul style="list-style-type: none"> • Security of the school building and site • Ensuring that Health and Safety regulations are followed throughout the school • Maintenance of the school buildings and grounds to a high standard • Porterage duties e.g. moving and unpacking delivery boxes, setting up & de-rigging for events and meetings • Skills and experience in gardening, painting, decorating and assembling furniture • Contribute towards the production and maintenance of school documents 		
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.		

Organisation Chart:



Scope

Financial Accountabilities

NONE

Budgets directly controlled (please state if this has been delegated to the post-holder)

Budgets monitored on day-to-day basis:

Staff Responsibilities

NONE

Number of employees managed/supervised: Number of FTE (Full Time Equivalents) employees managed/supervised:

Management of Physical Assets

Nature of physical assets directly controlled, (eg. children's home):

NONE

Details of service contracts managed:

Safeguarding Statement

We take our safeguarding responsibilities very seriously and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required.

General Principles:

- To be responsible for ensuring that the premises and grounds of the school are maintained to the highest possible level of cleanliness and appearance. The Premises Assistant will be expected to take such initiatives as may be required to achieve this, including regular close inspection of the buildings.
- To be a fully participating member of St Cecilia's C of E Primary School and support the children and staff of the school in events and activities within the school as appropriate.
- To be responsible for either personally carrying out duties listed, or to liaise with line manager regarding major works.
- To attend regular meetings with Operations Manager and Head of School.
- To ensure attendance on site throughout periods of duty with all staff know of whereabouts and be easily contactable.

Administration:

- To be responsible for implementing a maintenance schedule in consultation with the Operations Manager and Head of School.
- Respond to all reasonable request as made by the Operations Manager/Head of School.
- Maintain and manage accurate records of stock.
- Work alongside the Operations Manager/Head of School to prepare work specifications, tender documentation, receive quotes and bids for funding.
- Maintain records of utilities, meter readings, health and safety and all other scheduled maintenance checks etc such as compliance checks
- Source quotes for premises projects
- Liaise with Contractors and other professionals as directed by the Operations Manager and the Head of School.

Health and Safety:

- To carry out regular Health and Safety checks, being proactive in reducing potential issues arising. Manage and supervise compliance and safe working in line with the Trust Health and Safety Policy, DfE and legal requirements.
- To Support the Operations Manager to maintain up to date risk assessments, policies and procedures and ensure H&S documentation is compliant with General Data Protection Regulations (GDPR).
- To ensure all paperwork/records are maintained and accurately completed for all aspects of Health and Safety compliance e.g. Legionella checks, fire alarm testing, asbestos, evacuation practices etc.
- To undertake Fire Warden duties in conjunction with other fire wardens.
- To ensure that all tools, inflammable materials and cleaning products are store correctly and are not accessible by pupils and hygiene standards and COSHH regulations are met. Informing the Operations Manager/Head of School of any changes required.
- Liaise with the appropriate staff to deal with emergency situations in accordance with the schools' Health and Safety Policy.
- To check and maintain the play areas and outdoor equipment, checking their condition daily.

Porterage:

- To undertake porterage duties and organise removal of rubbish from the site as and when necessary
- To undertake the gritting of premises in icy weather as per the Health and Safety Policy.

- To move furniture and equipment as necessary/required in accordance with the principles of manual handling, sometimes with the help of mechanical aids e.g. trolley
- To assist with all deliveries to the school ensuring the correct storage and distribution of all goods after they have been checked.
- To arrange for the disposal of redundant furniture and equipment.
- To collect and dispose of all waste, refuse and surplus materials.

Security:

- To act as a key holder, to attend to all matters relating to the alarm system and key holder information. Opening and closing the school as required; disarming the alarm system; securing the school; including windows, exit doors and gates; re-arming the alarm system.
- Maintain the security of the school site, in partnership with other members of the staff, by being vigilant re: strangers, and reporting any concerns to the Head of School. Ensure that the Office staff are aware of persons working on the site.
- To develop and oversee effective security systems and procedures throughout the building and premises throughout the building e.g. record of all site allocated keys.
- To alert the Head of School/Operations Manager of any risk to breach of security and deal with any incidents affecting security as directed.
- Key-cutting control as directed by the Operations Manager and the Head of School.
- Review the site to check for hazards, damages and intruders, completing a daily visual check of the site.
- Ensure that lighting is kept in good working order.
- To open and close the school for evening use, at times arranged by the Head of School and Operations Manager.

Services, Maintenance and Repairs:

- To oversee, with the Operations Manager, the Head of School and members of the governing body, the maintenance and development of the school site, buildings and utilities.
- To ensure maintenance, repairs and inspections of equipment are conducted in accordance with School Health and Safety regulations. Establish and maintain a list of repairs/improvements.
- To monitor the school heating and hot water systems, take meter readings as required.
- To ensure that routine maintenance service checks on all serviceable equipment are carried out i.e. boilers, fire equipment, play equipment and PE equipment and results recorded.
- To ensure that the premises are adequately heated and lit, appropriate to conditions and to take the necessary steps to ensure the most efficient operation and use of the lighting and heating of the premises including maintenance and operation of the plant.
- To maintain plant rooms and storage areas in an uncluttered, clean and tidy state at all times.
- To undertake duties covering maintenance items and emergency repairs as agreed with the Operations Manager and the Head of School, contacting and engaging contractors etc. for tasks requiring specialist skills and keeping relevant records.
- To undertake some external and internal redecoration to an agreed programme, possibly during the school holidays.
- To ensure that playgrounds, paths, driveways, drains and gullies are in a satisfactory condition, clear of moss and cleared when necessary.
- General supervision of the playgrounds and open areas surrounding the premises.
- To weed flower beds and remove any weeds from pathways, litter picking to ensure grounds are kept in a tidy condition.

Supervision of Staff/Contractors:

- To arrange for minor repairs and works to be carried out by contractors in consultation with the Operations Manager/Head of School

- To act as Liaison Officer with Contractors and the school or external agencies as appropriate, regarding access to the site.
- To act as Liaison Office with the Contractors whilst they are on site, ensuring they work within H&S legislation, monitoring the progress of the work and assisting the Operations Manage and the Head of School or other appropriate manager in ensuring that work is carried out to the required standard, as appropriate.
- To report any problems/concerns about the work of the staff/contractors on site to the Head of School.
- To ensure all contractors have the necessary certification and complete the necessary risk assessments as required by the Trust and School policy.
- To ensure all contractors have suitable DBS clearance before allowing access to the site. If suitable DBS clearance is not available, accompany contractors whilst on site.

Cleaning and Hygiene:

- To cover essential cleaning duties in the event of staff absence.
- To ensure the school is kept clean and tidy and is conducive to learning.
- To attend to emergencies during the day and clean areas, e.g. floods, spillages, sickness, etc.
- To ensure that all cleaning materials and paper supplies for the toilets are ordered and always available.
- To ensure prevention/removal of vermin in consultation with external agencies if appropriate.
- To carry out a high level of cleaning; including light fittings, shades etc using appropriate access equipment.
- To arrange additional cleaning that is not covered by the cleaners employed by the school e.g. window cleaning etc.

Training:

- To undertake training/attend courses as appropriate to carry out caretaking duties in a safe and efficient manner. Attend all appropriate Health and Safety training required.
- To take responsibility to maintain training in line with the school's and Trust policies.
- To undertake all relevant Safeguarding training.

Lettings:

- To support and promote the school's letting policy including liaising with hirers, ensuring compliance within regulations.
- Prepare the required accommodation in accordance with the Lettings Policy. Ensuring the security and cleanliness of the site on completion of the letting.
- Issue briefings to hirers as and when required.

Other Responsibilities:

- To maintain a visible, professional profile within the school
- To act in a professional, polite, tactful and diplomatic way at all times to all contacts
- Be aware of the sensitive nature of information learned during the course of duties and to maintain confidentiality at all times.
- To participate in the School's performance management process.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school. To be fully aware and understand the duties and responsibilities in relation to child protection and safeguarding children.